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UNITED STATES DEPARTMENT OF AGRICULTURE
SOIL CONSERVATION SERVICE
Washington, D. C.

FIELD MEMORANDUM SCS #1110 (Revised)

Re: Purchase and operation of
multilith equipment

October 11, 1945

TO ALL RANKING FIELD OFFICERS:

Regional offices of the Soil Conservation Service are hereby authorized to purchase and operate multiliths, Model 1250, subject to the following conditions:

1. This authorization extends only to regional offices of the Service field organization. It does not extend to state, district, or other offices.
2. Duplicating equipment, including all sizes of multiliths, requires approval of the Washington office and of the Department for each specific purchase. (Lately requests for multiliths have been passed on by the Joint Congressional Committee on Printing also). Requisitions are to be submitted in the usual manner except that those for multiliths - other than Model 1250 or competitive equal - will require special Service approval in Washington and consequently should be accompanied by a full statement of the facts which in the opinion of the region justify the purchase.
3. Regional multilith equipment shall be in the custody of the Regional Cartographic Division and shall be operated by personnel of that Division.
4. The Cartographic Division will be responsible only for the technical excellence of the material produced. The Chief of Regional Operations and the Chief of the Regional Division of Information will be jointly responsible for the content of the material to be produced.
5. Multilithing shall not be regarded as a substitute for printing and shall not be employed in lieu thereof. Illustrations shall not be used on the cover pages of multilithed materials. All duplicated materials shall not only be, but also have the appearance of being, practical. The multilith process may be used to duplicate materials of a temporary nature, in quantities of less than 1,000 copies, and where other processes such as mimeographing and typewriting would be comparatively expensive or otherwise impracticable.

This revised memorandum supersedes and replaces the original dated September 24. All copies of the original memorandum are to be destroyed.

J. C. Tykes
Assistant Chief



